

ATTACHMENT J-3

MONTHLY CONTRACT STATUS REPORT TEMPLATE

Header Fields**Definition**1st Line

Company Name and ProTech Contract Number.

2nd LineReport Date and Period the report covers in
MM/DD/YYYY format.**Data Fields****Definition**

Task Order Summary

List in sequential numeric order each awarded TO
and TO Modification (TO Number / TO
Modification Number)

TO Title/Description

Provide the Title and/or short description of the
awarded TO / TO Modification.

Date of TO Award or

Indicate the date the TO or modification was
awarded; put in MM/DD/YYYY format

Customer Organization

Indicate the NOAA Customer Line / Staff Office /
Division / Branch for which the TO / TO
Modification was issued.

TO Type

Indicate the type of TO Awarded (i.e. FP,
T&M, etc.).

Period of Performance

Indicate the date to which the performance under
the TO began and the date for when performance is
to end, to include all options. Indicate the start and
end date for a listed TO Modification if the TO
Modification changes the TO's Performance Period.

Total TO Value

Indicate the total value, inclusive of all options, for
all awarded TOs and the total value of each TO. If a
TO modification was issued obligating additional
funds to the TO, list that amount for total value.

Amount Obligated to Date

Indicate the amount of funding that has been
obligated on the awarded for all TOs and the total
obligated amount for each TO. If a TO modification
was issued obligating additional funds to the TO,
list that amount.

TO Contracting Officer	Indicate the Name, Phone Number, and Email address of the NOAA Contracting Officer signing the TO Award document or the issued TO Modification.
TO COR	Indicate the Name, Phone Number, and Email address of the assigned NOAA Contracting Officer's Representative for the awarded TO.
Contractor TO Program Manager	Indicate the Name, Phone Number and Email address of the Company's Program Manager for the awarded TO. (For a listed TO Modification, indicate the Contractor TO Program Manager for the TO being modified.)
Status of each TO for Reporting Period	Summarize the status of each TO for the reporting period, including major milestones achieved, major risks, and any issues which may affect cost, schedule or performance. Also include any significant changes to the contractor's organization.
Website Revisions	Summarize the changes to the website, if applicable, described in Section H.4 of the contract.